HRP

E DECAL2   DECLASSIFICATION / HRP / ORIS INPUT MENU

TYPE OF ACTION : _   << A = ADD   C = CHANGE   D = DELETE   >>
                            << R = CLEAR MENU   X = EXIT   >>

DOCNO:___-_____-_____   DATATYPE:_ COMP: _____ DOPI: __

REQNAME: _____   REQNUM: ___-____   RELEASE: ___   PAGES: ____

PUBDATE: _____   DGDATE: _____   AUTH: _____   OLDCLASS: _ TS-NO: _____

JOB/BOX/FOLDER: _____-____-____

TITLE: _____
_____
_____
_____

K: _____   _____   _____
   _____   _____   _____
   _____   _____   _____-_

     DSUBJ:_____ ____ ____ ____ ____ ____ ____ ____ ____ ____-_

     DAREA:___ ___ ___ ___ ___ ___ ___ ___ ___ ___-_

HRP

DECLASSIFICATION/HRP/ORIS UPDATE MENU

The DECAL2 procedure is used to add a new document to the DECAL file, indicating that it has been either declassified, sanitized or is a historical document that has been reviewed as part of the Historical Review Program (HRP).

ADD A RECORD

The action code "A" allows you to add a new record in DECAL.

1. DOCNO (Document Number)   (3 Alpha-7 Alphanumeric
                                      -24 Alphanumeric)

The document number consists of three segments: originating agency, originating office and the document identification number assigned to a unique document by the originating office. All three segments require data.

AGENCY-OFFICE-IDENTIFICATION NUMBER

EXAMPLE: CIA -DCI -MEMO ER 1234

2. DATATYPE (Datatype)   .   (1 Alpha)

The Datatype field is only used if the document belongs to the Historical Review Program. If this field is blank, it automatically signifies that the document belongs to the FOIA/PA/EO programs.

3. COMP (Component)   (5 Alpha)

This field is used to record the originating Directorate for the document.

INPUT: DDA (appropriate directorate)

4. <u>DOPI</u> (Office of Primary Interest)   (2 Numeric)

This field is used to record the Office of Primary Interest (OPI) code.

INPUT: 34

5. <u>REQNAME</u> (Requestor's Name)   (14 Alpha)

The field is used to record the name of the person requesting the document. The requestor's name should be recorded last name, first name initial, and middle initial if known.

INPUT: JonesSK

6. <u>REQNUM</u> (Number Assigned to Request)   (3 Alphanumeric-
                                                   4 Numeric)

This field is used to record the control number identifying a particular letter of request in the IPS-LOG file The first position of this field will denote one of the following types of request:.

P - Privacy Act; F - Freedom of Information;

E - Executive Order; A - Amendment and

C - Carrollton Press holding of CIA Document.

Positions two and three are the last two digits of year. Positions five through eight are four-digit sequence numbers (0001 thru 9999).

INPUT: F86-1234

7. <u>RELEASE</u>   (3 Alpha)

This field is used to record a code indicator which indicates whether the document has been sanitized or declassified. The code must be 'SAN' for SANITIZED, or 'DEC' for DECLASSIFIED.

INPUT: DEC (Declassified)
         SAN (Sanitized)

8. <u>PAGES</u> (Number of pages)   (4 Numeric)

This field is used to record the number of pages a document contains as released to the public or released under the HRP.

INPUT: 0010

9. <u>PUBDATE</u> (Publication Date)   (4 Numeric)

This field is used to record the date that a document was published.

INPUT: 860106 (YYMMDD)

10. <u>DGDATE</u> (Downgrade Date)   (6 Numeric)

This field shows the date a document was downgraded.

INPUT: 860120 (YYMMDD)

11. <u>AUTH</u> (Authority)   (6 Numeric)

This field records the employee number of the person responsible for declassification of the document.

INPUT: 123456

12. <u>OLDCLASS</u> (Old Classification)   (1 Alpha)

This field records the initial security classification of the document.

INPUT: U (Unclassified)   M (Unknown)
          R (Restricted)   C (Confidential)
          S (Secret)   T (Top Secret)

13. <u>TS-NO</u> (Top Secret Number)   (8 Alphanumeric)

This field is used to record the Top Secret control number assigned to the original Top Secret document.

INPUT: TS123456

14. <u>JOB/BOX/FOLDER</u>   (9 Alphanumeric -4 Numeric
                                          -5 Alphanumeric)

This field is a multi-level field. The first contains the
valid retirement JOB Number; the second contains the BOX Number
within the retirement job; and the third contains the Folder
Number within the box. Please note that the JOB Number portion
of this multi-level field is <u>required</u>, whereas, the BOX Number
and FOLDER Number are optional.

        INPUT: 85-00001R-0001-0001
        or   85B00001R-1   -1
        or   85-00001R-0001-0001A

15. <u>TITLE</u>   (312 Alphanumeric)

This field is used to record the title/subject of the
document.

16. <u>K</u> (Keyword)   (9 Fields - 25 Alphanumeric Each)

This field is used to record a word relating to information
contained in the document. As many as 9 keywords can be added
concerning a document.

17. <u>DSUBJ</u> (Subject)   (6 Numeric)

This field is used to record a six-digit numeric code used
to identify the subject(s) of the document.

        INPUT: 531000

18. <u>DAREA</u> (Geographic Area)   (3 Alpha)

This field is used to record a three letter code, which
indicates the country or geographic area covered in the
document. (See Area Codes in the manual).

        INPUT: KUS (United States)

UPDATE ON DECLASSIFICATION/HRP/ORIS INPUT MENU

POINT TO REMEMBER

There is no retrieve function in the DECAL2 menu. Therefore, you must have a copy of the document or do a GIMS query statement to obtain all of the information about a document in the system before you can make a change or deletion.

CHANGE ON DECLASSIFICATION/HRP/ORIS INPUT MENU

The action code "C" allows you to change any data other than the document number in the menu fields. With a TOA=C you must input the document number and only the new data in the field that is to be changed. Once you have taken this action, you must depress the enter key and you will obtain an update message indicating that the change has been made.

DELETE ON DECLASSIFICATION/HRP/ORIS INPUT MENU

The action code "D" allows you to delete an entire document record from DECAL with only the document number field filled in. Depress the enter key and the entire document record will be deleted and an update 'deleted' message will appear on your CRT.

EXIT FROM DECLASSIFICATION/HRP/ORIS INPUT MENU

The action code "X" allows you to exit out of the DECAL2 menu.

DATATYPE: A letter "H" signifies that this
                    document was declassified or
                    sanitized under the Historical
                    Review Program (HRP).

Length: LA1

Format: Alpha

Edit Checks: Must be an "H" if an HRP document.
                    A blank field automatically records
                    the document as a PA/FOIA/EO release.

LOCATION: DECAL file

OLDCLASS: One character indicating the initial
                         security classification assigned to
                         the document.

Length: LA1

Format: Alpha

Edit Checks: Must be one of the following codes:

                         U - UNCLASSIFIED

                         M - UNKNOWN

                         R - RESTRICTED

                         C - CONFIDENTIAL

                         S - SECRET

                         T - TOP SECRET

Location: DECAL file

TS-NO: The Top Secret control number assigned
                         to the original top secret document.

Length: LA8

Format: Alpahnumeric

Location: DECAL file

JOB/BOX/FOLDER: The retirement Job Number, Box Number
                         within the retirement job and the
                         Folder Number within the box.

Length: LA18

Format: Alphanumeric

Edit Check: Must contain a valid formated Job Number
                         and Box Number.

Location: DECAL file

TITLE: The title/subject of the document.

Length: LA312

Format: Alphanumeric

Location: DECAL file

XI.   RETRIEVAL OF INFORMATION

DECAL-II retrieval capability is limited only by the user, as long as the query statement is logical and the requested information is stored in the data base. DECAL-II has on-line and batch capabilites for the retrieval of data.

ON-LINE RETRIEVAL

DECAL-II has all on-line query capabilities available under GIM-II language for ad hoc requests. The user has the capability to tailor queries for his own specific requirements. The on-line queries are accomplished by a query statement.

1.   Retrieval using a query statement is not a procedure and must be reconstructed each time you wish to produce a query. The query is displayed immediately on the screen. Whenever possible, the information will be displayed in a columnar format. If the headers (attribute names) and 2 spaces between each column exceed 80 characters, the information will be displayed in a vertical format unless the user has used the setline option. The report may be printed on a printer after it has been displayed on the terminal screen. (See GENERAL COMMANDS, Section IV). The report may be printed on the high speed (See GENERAL COMMANDS Section VI) printer.

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The detailed use of the query language is discussed in the GIM-II User Reference Manual, dated August 1977.

All files utilized in the DECAL-II system access "DOCNO" (ITEM IDENTIFIER) used to store and retrieve data within the file. When this "KEY" is utilized in a file query, the query is directed to that specific record (ITEM IDENTIFIER), thereby precluding a search of the entire file. This not only reduces response time for a query, but aids in the reduction of computer "SEARCH TIME" (the amount of time it takes to locate and extract data from the system).

    2. The retrieval query statement is made up of five (5) parts as follows:

        A. LINK CLAUSE which links 2 files for retrieval

        B. FOR CLAUSE which directs the systems which file to search

        C. SELECTION PHRASE which states the conditions a record must contain to be selected for the retrieval of data. The selection conditions of data will always be a comparison or if the data exists.

        1. Comparison means the data is one or more of the following:

          EQ (equal to)

          NE (not equal to)

          GT (greater than)

          LT (less than)

          GE (greater than or equal to)

          LE (less than or equal to)

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2. Existence is used to determine whether or not a field has value stored in it by one of the following:

   Present (a value is stored)

   Absent (no value stored)

3. The comparison and existence selection are joined with AND (both conditions must exist).

4. If more than one (1) condition for selection, join conditions with AND.

5. If more than one (1) condition, but only one, has to be true, join conditions with OR.

D. VERB determines the services and format of the output. A statement may have only one (1) verb. The verbs are:

   1. LIST which will display data immediately on the screen as it is stored in the data base, in a columnar format. If the columnar format exceeds the line length, a vertical display is given.

   2. LISTV which will display data immediately on the screen as it is stored in the data base in a vertical format.

   3. LISTSA which will display data on the screen after the search is completed in ascending order by DL/ID.

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4. LISTD which will display data on the
screen after the search is completed in
descending order by DL/ID.

5. COUNT which is used to count the total
number of records of a FOR CLAUSE.

6. TOTAL which is used to add numeric value
fields.

E. LIMITER CLAUSE which state the attributes to
be displayed and the order in which they are to
be displayed.

3. Qualifiers are any words or symbols that limit
the retrieval of data or the displaying of data.

A. WHEN limits what is displayed on the screen,
but does not affect selection. May only appear
after the verb.

B. COLON OPERATOR (:) used with verb to redefine
output format. Must specify left or right, type
and length of output.

C. FIRST selects the last value stored in a
multi-valued field.

D. LAST selects the last value stored in a multi-
valued field.

E. EVERY indicates every value in a multi-valued
field must meet selection condition.

F. JUST limits output of selected records to
just the item ID.

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G. $SCAN allows selection based on a combination of characters anywhere within the attributes value.

H. $SCANX allows selection based on a combination of characters which must occur at the beginning of the attribute's value.

I.   EQUAL OPERATOR (=) is used to rename an attribute for output.

4.   COMMONLY USED DECAL-II QUERIES

Some of the most frequent queries used to extract data from the DECAL-II system are listed below:

A.   Queries of the DECAL/HRP/ORIS system

POINT TO REMEMBER

If you want both DECAL and HRP data from the system collectively, omit the null datatype and data type "H" phrase from your query statement.

1.   You want to know how many documents are in the DECAL and HRP file.

DECAL DOCUMENTS

FOR DECAL WITH NULL DATATYPE COUNT

HRP DOCUMENTS

FOR DECAL WITH DATATYPE "H" COUNT

2.   You want a list of all documents for Office 34 (OIS)

DECAL DOCUMENTS

FOR DECAL WITH NULL DATATYPE WITH DOPI "34" LIST

HRP DOCUMENTS

FOR DECAL WITH DATATYPE "H" WITH DOPI "34" LIST

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3. You want to know the total number of pages for all documents in the file.

DECAL DOCUMENTS

    FOR DECAL WITH NULL DATATYPE TOTAL PAGES

HRP DOCUMENTS

    FOR DECAL WITH DATATYPE "H" TOTAL PAGES

4. You don't know the originating office but would like to list document number SNIE 67-81.

DECAL DOCUMENTS

    FOR DECAL WITH NULL DATATYPE WITH DOCNO
    "SNIE 67-81" LIST

HRP DOCUMENTS

    FOR DECAL WITH DATATYPE "H" WITH DOCNO "SNIE
    67-81" LIST

5. You want to list the File ID, REQNUM and title only of all documents.

DECAL DOCUMENTS

    FOR DECAL WITH NULL DATATYPE LIST LISTER

HRP DOCUMENTS

    FOR DECAL WITH DATATYPE "H" LIST LISTER

6. You want to know if any documents contain the word "DIPLOMATIC" in the title field.

DECAL DOCUMENTS

    FOR DECAL WITH NULL DATATYPE WITH $SCAN
    (TITLE, "DIPLOMATIC") LIST

HRP DOCUMENTS

    FOR DECAL WITH DATATYPE "H" WITH $SCAN
    (TITLE, "DIPLOMATIC") LIST

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7. You want a list of all documents keyed into the system on 16 Jul 1981 by Agency, Office and Document Number sequence.

DECAL DOCUMENTS

FOR DECAL WITH NULL DATATYPE WITH EDATE "16JUL81" LISTSA

HRP DOCUMENTS

FOR DECAL WITH DATATYPE "H" WITH EDATE "16JUL81" LISTSA

8. You want a count of all documents relating to FOIA requests.

DECAL DOCUMENTS

FOR DECAL WITH NULL DATATYPE WITH REQNUM-1 "F" COUNT

HRP DOCUMENTS

FOR DECAL WITH DATATYPE "H" WITH REQNUM-1 "F" COUNT

9. You don't know the document number but the PUBDATE was 01 Dec 1950.

DECAL DOCUMENTS

FOR DECAL WITH NULL DATATYPE WITH PUBDATE "501201" LIST

HRP DOCUMENTS

FOR DECAL WITH DATATYPE "H" WITH PUBDATE "501201" LIST

10. You want a count of all documents with Area code KUS.

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DECAL DOCUMENTS

FOR DECAL WITH NULL DATATYPE WITH DAREA

"KUS" COUNT

HRP DOCUMENTS

FOR DECAL WITH DATATYPE "H" WITH DAREA

"KUS" COUNT

11. You want a list of all DCI documents
entered into the system from 01 Jan 1981 to
31 Dec 1981. You want the list in document
sequence with the office text printed.

DECAL DOCUMENTS

FOR DECAL WITH NULL DATATYPE WITH EDATE GE

"01JAN81" AND WITH EDATE LE "31DEC81" AND WITH

DOPI "10" LISTSA DOPI DIR OFF OPINAR

HRP DOCUMENTS

FOR DECAL WITH DATATYPE "H" WITH EDATE GE

"01JAN81" AND WITH EDATE LE "31DEC81" AND WITH

DOPI "10" LISTSA DOPI DIR OFF OPINAR

12. You want a list of all documents containing
subject code "730000" and the keyword "Korean
War".

DECAL DOCUMENTS

FOR DECAL WITH NULL DATATYPE WITH DSUBJ "730000"

AND WITH DKEY "KOREAN WAR" LIST

HRP DOCUMENTS

FOR DECAL WITH DATATYPE "H" WITH DSUBJ "730000"

AND WITH DKEY "KOREAN WAR" LIST

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13. You want a list of all HRP documents in Job Number "86-12345R".

HRP DOCUMENT

   FOR DECAL WITH DATATYPE "H" AND WITH JOB-NO "86-12345R" LIST

14. You want to know the Job Number for an HRP document number "SNIE 67-81".

HRP DOCUMENTS

   FOR DECAL WITH DATATYPE "H" WITH DOCNO "SNIE 67-81" LIST JOB-NO

B. Queries of the Subject Code File (SUBJS)

1. You want a list of documents cross-referenced by Subject Code '132000' in the Subject File.

FOR SUBJS "132000" LIST SDOCNO

You want the title field on the list

FOR SUBJS "132000" LIST TITLE

C. Queries of the Keyword File (KEYS)

1. You want a list of documents cross-referenced by Keyword "Jonestown" in the Keys File.

FOR KEYS "JONESTOWN" LIST

You want the title field on the list

FOR KEYS "JONESTOWN" LIST TITLE

D. Queries of the Area Code File (AREA)

1. You want a list of all area codes and the associated list.

LIST AREA

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2. You want to know what country "BPK" represents

FOR AREA "BPK" LIST

E. Queries of the Employee Number File (EMPNO)

1. You want a list of all Employee Numbers and the associated list.

LIST EMPNO

F. Queries of the OPI-TBL File (OPI-TBL)

1. You want a list of all codes and the associated list.

LIST OPI-TBL

5. BATCH REPORTS

A. Rapid-Access Management Information System (RAMIS) Report Writer is available for scheduled and ad hoc reporting. The detailed use of the Report Writer is discussed in the RAMIS II User Manual Report Preparation, dated December 1977. The DECAL-II scheduled reports are produced by extracting the information from the On-line data base to a magnetic tape and then batching the Job. To obtain a scheduled report execute the following statement:

        E LAUNCH R280075RR

Note the tape No. from the launch Signon to VM and BC JOB (report name - listed below)

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B. The following reports are available:

REPORT NAME: DECKEYS

    DESC: A list of all documents in the

           System sorted by keywords.

    DIST: One copy - IPD

REPORT NAME: DECNOT

    DESC: Procedures for the monthly

           DECAL notice.

    DIST: Four copies - IPD

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